

To: Kortuem, Patrice[Kortuem.Patrice@epa.gov]; Bohan, Suzanne[bohan.suzanne@epa.gov]
From: Wong, Judith
Sent: Mon 4/21/2014 2:01:48 PM
Subject: FW: Preparation for PARS Midyears
Bill Daniels Midyear Inputs.docx

Judy

.....

Judith Wong | Assistant Regional Administrator | Office of Technical & Management Services

USEPA Region 8 | 1595 Wynkoop Street (8TMS) | Denver CO 80202-1129 | 303-312-6364

From: Daniels, William
Sent: Tuesday, April 08, 2014 7:35 AM
To: Wong, Judith
Subject: RE: Preparation for PARS Midyears

Attached

From: Wong, Judith
Sent: Wednesday, March 19, 2014 1:17 PM
To: Anthofer, Wayne; Burkhardt, Mark; Daniels, William; Dunlap, Bridget; Himmelbauer, Linda; Kortuem, Patrice; Serina, Don; Thomas, Deb; Veasley, Sheila
Cc: Mottu, Ginger
Subject: Preparation for PARS Midyears

Ginger will be contacting you soon to schedule your midyear progress review with me April 15-21. As Acting Deputy ARA, Patrice will attend the meetings.

In preparation for the meeting and for transition to a new ARA, please prepare and submit to me by **COB Thur April 10** a written self assessment highlighting your significant accomplishments and progress from Oct 1 to Mar 31. The self assessment should be one page or less.

Please also be prepared to respond to the following during our discussion. Items 1 and 2 are for program directors.

1. Discuss any RAC commitments that will be exceeded, are not are target to be met or may be adversely impacted by V/V.
2. Discuss the status of your workplans (non RAC commitments). Are you making adjustments due to budget implications and/or V/V?
3. For TMS how do we decide what not to do?
4. What is going well?
5. What are your biggest challenges?
6. What else do you want me to know?
7. Feedback for me

I look forward to meeting with you.

Thanks.

Judy

.....

Judith Wong | Assistant Regional Administrator | Office of Technical & Management Services

USEPA Region 8 | 1595 Wynkoop Street (8TMS) | Denver CO 80202-1129 | 303-312-6364